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FedEx.

Shipping   Tracking   Manage   Learn   FedEx Office®
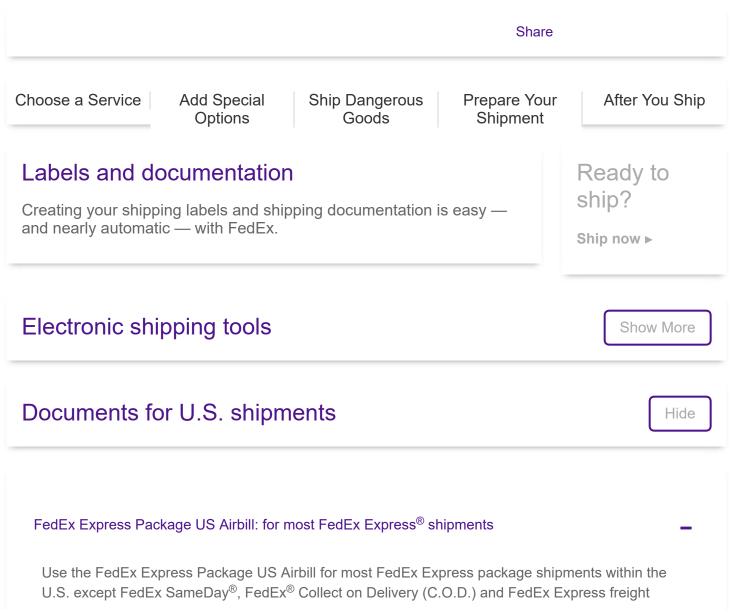
Service Guide

Labels and Documentation

You can create labels either using our portfolio of electronic shipping tools or manually, plus learn how to complete other required shipping documents.
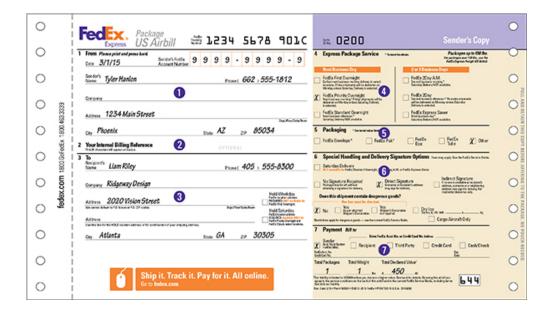
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| Choose a Service | Add Special Options | Ship Dangerous Goods | Prepare Your Shipment | After You Ship |

Labels and documentation

Creating your shipping labels and shipping documentation is easy — and nearly automatic — with FedEx.

Ready to ship?

Ship now ▶

Electronic shipping tools

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Documents for U.S. shipments

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FedEx Express Package US Airbill: for most FedEx Express® shipments   —

Use the FedEx Express Package US Airbill for most FedEx Express package shipments within the U.S. except FedEx SameDay®, FedEx® Collect on Delivery (C.O.D.) and FedEx Express freight

shipments, which have their own airbills. Go to the Order Supplies page or call **1.800.GoFedEx 1.800.463.3339** and say "order shipping supplies" to order preprinted peel-and-stick airbills.

You can also process shipments online with FedEx Ship Manager® at fedex.com.

1. Sender Information	5. Packaging
2. Internal Billing Reference	6. Special Handling and Delivery Signature Options
3. Recipient Information	7. Payment
4. Service	

1. Sender Information
Enter your shipping information. This includes the address you are shipping from, your name, your phone number and your FedEx account number. If you need a FedEx account number, register for one now.

2. Internal Billing Reference
You may assign any internal billing numbers or codes here. The first 24 characters will appear in your invoice.

3. Recipient Information
Complete the details for your shipping destination. This includes recipient name, address and phone number. FedEx cannot deliver to P.O. boxes or to P.O. box ZIP codes in the U.S., including U.S. military P.O. box addresses such as APO and FPO.

Note: If you would like us to hold the shipment at a FedEx location for pickup, select the appropriate Hold at Location option box and enter the FedEx location on the address line of the Recipient Information section. Addresses are available at our drop-off locator.

4. Service
Indicate which service you are using. If no service is marked, we will send your shipment via FedEx Priority Overnight®.

5. Packaging
Indicate the FedEx Express packaging you are using, or mark "other" if you are using your own

packaging.

6. Special Handling and Delivery Signature Options

Mark "Yes" or "No" to indicate whether your shipment contains dangerous goods. If "Yes as per attached Shipper's Declaration," include three copies of a Shipper's Declaration for Dangerous Goods. Restrictions apply for dangerous goods — see the FedEx Express U.S. Terms and Conditions.

If your shipment contains dry ice (UN 1845), mark the dry ice box and list the number of packages and net quantity per package of dry ice in kilograms. Click here for more information on how to prepare shipments containing dry ice.

This is also where you can choose other special handling options including Saturday delivery (when available) or delivery signature options. Select from these signature options: No Signature Required, Direct Signature or Indirect Signature. Click here for more information on FedEx® Delivery Signature Options.

7. Payment

Bill To: If billing to sender, recipient or third party, include the payer's FedEx account number.

Credit Card: If paying by credit card, write the credit card number and expiration date. FedEx accepts American Express®, Carte Blanche®, Diners Club®, Discover Card®, MasterCard®, Optima® and Visa®.

Cash: If paying by cash or check, payment is requested at time of shipment.

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FedEx Express Freight US Airbill: for most FedEx Express® freight shipments   **+**

FedEx Ground barcode label (U.S.)   **+**

FedEx Ground Declared Value Shipment Form: for use with preprinted labels   **+**

FedEx Home Delivery® barcode label   **+**

FedEx Freight Bill of Lading: for FedEx Freight shipments   **+**

Documents for international shipments   Show More

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